

広報番号： Announcement No.	SRFJPMC-161-19
募集締切日： Closing Date	22 Aug 19
発行日： Date of Issue	2 Aug 19

募集人数	No. of Recruitment
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1 名

4.募集範囲 Area of Consideration

I. ☒ 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity

II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

III. ☐ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

IV. ☒ 外部 Off Base Applicant

☒ 事務系(BWT-1) ☐ 技能系(BWT-2) ☐ 保安系(BWT-3) ☐ 医療系(BWT-5,6)
Administrative Blue Collar Trade Security Medical

5.雇用の種類 Type of Employment

☒ MLC
☐ IHA ☐ HPT
☐ 常用 Permanent
☒ 限定 Limited Term (4 カ月 Months)
The employment may or may not be renewed or may be terminated prior to the not to exceed date.

3.勤務時間 Work Schedule (週 40 時間制 hrww)

勤務日 Work Days: 月曜日 – 金曜日 Monday thru Friday

勤務時間・休憩 Work Hours/Recess Period: : 08:00 – 16:45/12:00 – 12:45

☐ 夜勤 Night Shift ☒ 残業 Overtime ☒ 出張 Business Travel

6.職務内容 Duties

1. Inventory

Performs a book-for-book inventory of all Technical Library holdings including documents stored at remote sites.

- Physically verifies that each manual is on the shelf and in its proper filing location.
- Physically verifies that each manual on Library web is properly registered with Library Data.
- Physically verifies that each manual's Chang/Revision level with Inventory Listing .
- Updates Library Data appropriately.
- Repairs or replaces damaged manual as required.
- Relocates manuals as required.
- Cleans up shelves.

2. Daily Check-in and Check-out of technical manuals

Performs Check-in and Check-out of the technical manuals with online Library Data, and puts the returned manual back on the shelf. Supports shop MLC workers in searching and checking out technical manuals and/or instructions.

3. Performs routine clerical work such as answering phones, typing, making copies, filing, shredding, picking-up/dropping off the mails as assigned.

4. Performs other related or incidental duties as assigned.

特別な職務状況 Outstanding Working Condition, if any

7. 資格要件／身体条件 Qualification/Physical Requirements

* Must possess English language ability meeting the Language Proficiency Level (LPL) indicated in column #1.

#1 項に示された語学能力級レベルに相当する英語の語学能力が必要となります

- a. One year of general work experience. If applicant does not have such work experience, completion of 2-year junior college/2-year of technical school or 4-year degree in any field may qualify him/her at 1-3 level.
- b. Knowledge of the book inventory.
- c. Knowledge of customer service concepts and practices.
- d. Ability to acquire skill in operating personal computer.
- e. Ability to perform general clerical work.
- f. Ability to speak, read, listen and write Japanese Language at fluent proficiency level to support shop MLC workers in searching and checking out technical manuals and/or instructions.

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

8. 提出するもの Application and Associated Documents

内部応募者（現 MLC/IHA 従業員）の下記必要書類は電子ファイル形式で E メールでの提出となります。提出時にファイルは ZipFile 等に圧縮せずに送信してください。PDF, JPG, JPEG, GIF, PNG 形式のみが有効受付となります。Current MLC/IHA employees must submit all requested documents below in digital format by e-mail. Do not zip (compress) files when you e-mail. Acceptable data formats are PDF, JPG, JPEG, GIF, and PNG only.

* ☒ 空席応募用紙 Application for Vacancy Announcement

* ☒ 専門職務経歴書 Resume of Specialized Work Experience

* の記入は Complete * in ☐ 日本語で Japanese ☒ 英語で English ☐ どちらでも Either

☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』

If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"

上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;

http://www.cnrc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html

☐ 運転免許証の写し Copy of Driver's License

☐ 修了証/証明書の写し Copy of Certificate

☒ 英語の能力を証明するものの写し。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。

(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。

Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.

☒ 日本国籍以外の方は、在留カード（両面）及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport

☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

☒ (外部応募者のみ For external applicants only) 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)

12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)

9. 応募書類提出先 Office to Submit

内部応募者（現 MLC/IHA 従業員）と外部応募者（非従業員）では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意) 上記項目 4 番の“募集範囲”が現 MLC/IHA 従業員の場合、外部応募者（非従業員）からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

1. 内部応募者（現 MLC/IHA 従業員）提出先：

米海軍横須賀基地日本人雇用課 (HRO)。下記アドレスへの E メール提出のみ有効受付となります。 Current MLC/IHA Employees must submit to Human Resources Office (HRO) Yokosuka by e-mail to the following address:

apply@fe.navy.mil

*この宛先は応募専用です。ご質問等をお送りいただいても、返答致しかねますのでご了承ください

This e-mail address is only for acceptance of job application. No response will be provided to inquiries made to this email address.

*メールのサブジェクトライン（件名欄）に空席広報番号を記載し、募集締切日（深夜2400時）までにHROに着信されるように送信してください。Please enter VA number in the “subject line” of the e-mail submission. Applications must be received at HRO by the closing date (by 2400 midnight) of the Vacancy Announcement.

*一募集につきひとつのメールにまとめて添付してください。Please submit all required digitized documents in “one e-mail” per one VA”.

2. 外部応募者（非従業員）提出先：

〒238-0011

神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階

(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)

管理第一係

電話番号 Phone 046-828-6959

受付時間：月曜—金曜、0830-1730 時（日本の祭日を除く）。雇用条件等のご質問はこちらにお問い合わせ下さい。

Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays). Please contact LMO/IAA for questions on conditions of employment.

Off Base Applicants must submit to:

〒238-0011

Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka

Yokosuka Branch of LMO/IAA

Management #1 Section

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : SRF-JRMC MLC Manpower Division (C1160)

軍電 (DSN) 243-5245

PD No.: SRFJRMC-244.4-004-LT

PD is accurate and current. Certified by Activity: tm

HRO: (rcvd:7/26) sf 7/29 ms 7/30

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません。Submitted applications will not be returned.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

2016年2月8日前より継続雇用される現MLC/IHA従業員で、2016年2月8日前に発行されたALCPT試験結果をお持ちの方は、その試験結果の語学級レベルが「グランドファーザー」され、その方の現LPLレベルとして考慮されます。

For current MLC/IHA employees who have been continuously employed since before 8 February 2016 and possess ALCPT test result dated prior to 8 February 2016, the attained “level” will be “grandfathered” and honored as the employee’s current LPL.

LPL 語学能力級	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的な能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成15年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記：記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Format Revision: 06-30-17